

SS 8.1 – Passenger-Carrying Lifts

Address:			
Provided by (name):			
Equipment register			
	Make	Model	Location
1			
2			
3			
4			
5			
6			
Performance/Installation Standard	<input type="checkbox"/> NZS 4332:1997 <input type="checkbox"/> BS EN 81-1:1998 <input type="checkbox"/> BS EN 81-2:1998 <input type="checkbox"/> BS EN 81-20:2014 <input type="checkbox"/> Specifically Designed Solution _____ <input type="checkbox"/> Other (Historical) _____		
Inspections and Maintenance Standard:	<input type="checkbox"/> NZS 4332:1997 <input type="checkbox"/> Comp. Schedule Handbook Checklist SS 8/1 Pg. 30-32 and the following BS <input type="checkbox"/> BS EN 81-1:1998 <input type="checkbox"/> BS EN 81-2:1998 <input type="checkbox"/> BS EN 81-20:2014 <input type="checkbox"/> Specifically Designed Solution _____ <input type="checkbox"/> Power Lift Rules <input type="checkbox"/> Other (Historical) _____		
As a minimum these inspections and maintenance procedures will be carried out:	Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required.		
<i>Annual Inspections</i>	Machinery room <ul style="list-style-type: none"> • Visual inspection of machine beams and supports • Check security of machine room door • Clean the machinery space and clear of all rubbish • Check lighting functions within the machinery space • Check the condition of the controller • Check the governor and position devices • Check for the presence of circuit diagrams, manual and log book • Check condition of any emergency hand winding equipment 		

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	<p>Machinery</p> <ul style="list-style-type: none">• Check condition of traction sheave, with special attention to the grooves• Check condition of diverter sheave and other sheaves• Check the operation of the brake• Check the condition of the brake and the brake linings• Check the running of the machines, gearboxes, motors, generators, their bearings and any communications• Check the operation of the governor <p>Lift Well</p> <ul style="list-style-type: none">• Visual check of lift well enclosure• Check hoisting ropes for equal tension, attachments and terminations are correct and in good condition, number of broken wires within acceptable limits• Check the presence and legibility of rope data plates• Check that rope retainers are present and correctly fastened• Visual check of guide rails for straightness and security <p>Lift Pit</p> <ul style="list-style-type: none">• Remove any rubbish from the lift pit• Check lighting in the pit and well functions• Check dryness of pit• Visual check of buffer condition and other pit components• Check function of lift pit safety switch <p>Lift Car Exterior</p> <ul style="list-style-type: none">• Check functioning of car exterior lighting• Check condition of guides or rollers• Check function of car top controls <p>Lift Car</p> <ul style="list-style-type: none">• Inspect and test safety gear (car and counterweight)• Visual check of the car construction and linings• Check door operation, including door protection devices• Check lift rating plate is present• Check lift controls for correct location• Check correct operation of alarm and emergency telephone• Check access to all, if any, emergency trapdoor <p>Landing Doors</p> <ul style="list-style-type: none">• Check door locks• Check emergency opening facilities on landing doors• Check door operation, including door protection devices <p>Hydraulic systems</p> <ul style="list-style-type: none">• Visual check of the hydraulic system, including hoses, ram and cylinder• Check caisson for moisture• Check condition of flow restriction valve• Check operation of the manual lowering means• Check operation of device to hold car at lowest floor
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	<ul style="list-style-type: none"> • Check operation of anti creep device <p>Operation</p> <ul style="list-style-type: none"> • Check operation of door locks, limit switches, slack rope switch, stop switches, trap door switch and other safety switches • Check functioning of lift car emergency lighting • Check for correct operation under fire conditions • Check correct operation of counterweight displacement detector • Check operation of load weighting device <p>Lifts on access routes for people with disabilities</p> <ul style="list-style-type: none"> • Check floor levelling • Check door dwell time • Check controls distinction • Check correct operation of landing indicators • Check handrails <p>General</p> <ul style="list-style-type: none"> • Visually check for any repairs or modifications carried out • Where the system is connected to the building's emergency warning system, testing of the interface between the two systems should be carried out annually
<p>Reporting:</p>	<p>The owner must keep records of all inspections, maintenance and repairs undertaken in the previous 24 months. The records must be kept with the compliance schedule and as a minimum, include:</p> <ul style="list-style-type: none"> • Details of any inspection, test or preventative maintenance carried out. Include dates, work undertaken, faults found, remedies applied, and the person who performed the work. • A Form 12A provided by an IQP annually

The information above is used to help generate the compliance schedule. If you are unsure of how to fill in this form please consult an IQP who is registered for the system above.